



TOWN OF GILBERT

Independent Contractor Instructor Handbook

Town of Gilbert Parks & Recreation Department

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Welcome

Thank you for your interest in becoming an Independent Contractor Instructor for the Gilbert Parks & Recreation Department. The Recreation Division of the Gilbert Parks & Recreation Department provides a variety of recreation programs, classes, services and community events on-site at four community facilities as well as many off-site facilities. We would like to thank you for your interest in contributing your knowledge and expertise to enrich the lives of others in this community.

Your participation and involvement will compliment the diversity of our programming and contribute to the overall success of the programs. Please know that the Gilbert Parks & Recreation designated staff will be responsible for selecting or considering your programs. Understand that not all submitted programs are selected.

The intent of this handbook is to provide you with important, useful information. It is important to Gilbert and our participants that you understand and are knowledgeable regarding such concerns as policies and procedures, what to do in the case of an emergency, class cancellations, etc.

Gilbert Parks & Recreation Department Mission Statement

Gilbert Parks & Recreation Department commits to provide superior parks, recreation and cultural programs, which exceed customer expectations, enhance the quality of life, and promote lifelong leisure and educational pursuits. These services are provided by a dedicated team, focused on fairness, trust, innovation, with a commitment to excellence.

Facilities Information

** Center hours may vary seasonally*

McQueen Park Activity Center - 510 N. Horne Street, 480-503-6294

Regular Hours*

Monday-Friday 8am-9pm
Saturday 9:30am-5pm
Sunday Closed

Freestone Recreation Center - 1141 E. Guadalupe Road, 480-503-6202

Regular Hours*

Monday-Friday 5:15am-10pm
Saturday 7am-9pm
Sunday 10am-5pm

Community Center - 130 N. Oak Street, 480-503-6290

Regular Hours*

Monday- Thursday 8am-8pm
Friday 8am-6pm
Saturday 9am-1pm
Sunday Closed

South East Regional Library Program Center - 775 N. Greenfield Road

Library Hours

Monday-Thursday 10am-9pm
Friday & Saturday 10am-5pm
Sunday 1-5pm

Recreation Hours vary

Parks & Recreation Main Office - 90 E. Civic Center Drive, 480-503-6200

Monday-Thursday 7am-6pm

Websites: www.gilbertaz.gov or www.GilbertRecreation.com

Staff Coordinators

Coordinator	Facility	Phone	Email
JP LaCroix (Group Fitness & PT)	Freestone Recreation Center	480-503-6224	JP.LaCroix@gilbertaz.gov
Char Kaplow	Independent Contractors and South East Regional Library	480-503-6244	Char.Kaplow@gilbertaz.gov
Krista Neugebauer	Community Center/Page Park Center and Special Needs Programs	480-503-6270	Krista.Neugebauer@gilbertaz.gov
Laura Young (Classes)	Freestone Recreation Center	480-503-6288	Laura.Young@gilbertaz.gov
Stephanie McMullen	McQueen Park Activity Center	480-503-6233	Stephanie.McMullen@gilbertaz.gov

Steps to Becoming an Independent Contractor

Approval Process

1. First step would be to fill out the Independent Contractor Request for Information form and to meet with the Recreation Coordinator to establish whether there is a need and to find a proper space for your services. Prior to entering into an *Independent Contractor Contract* and authorizing the commencement of work, the Gilbert Finance Division approval must be obtained to characterize the worker as an Independent Contractor, in compliance with Internal Revenue Service guidelines. If you do not currently have an LLC or other business status, you must provide four documents showing that you have a bona fide business.
2. Once the business status has been established and approved, the Independent Contractor can submit a program or class proposal to the Recreation Coordinator (example of schedule proposal form page 10). The Contractor and Coordinator will work together to establish the specific design of the program(s) in regards to availability, fee structure, time frames, participation requirements, age ranges, descriptions, etc. Once this is completed the programs will be entered into the on-line Recreation Guide for the corresponding session. Submitting a proposal does not guarantee that the class or activity will be added to Gilbert's recreation guide offerings. Additionally, once added no guarantees are made Gilbert will automatically continue offering the activity or program.
3. If the minimum number of participants has registered and it appears the class/program will take place, the Recreation Coordinator will provide an Independent Contractor Contract for the Contractor to review and sign. This contract will be produced by Gilbert and will state specifically the course or program which the Contractor is agreeing to provide, as well as how much will be compensated in the "Exhibit A" portion of the contract.

Independent Contractor Requirements

- Beginning July 1, 2011 all Contractors that will be instructing and/or their staff must possess a fingerprint card and will need to consent to a criminal background check.
- In some instances, the Contractor may be required to provide a certificate of liability insurance with a minimum coverage of \$1,000,000 each occurrence and \$2,000,000 general aggregate and the certificate must name Gilbert as additionally insured.
- Gilbert does report Contractor income via form 1099.
- Independent Contractors must represent Gilbert in a manner according to Gilbert policies and procedures.
- Worker's Compensation coverage responsibility must be established and documented if the contractor is not the sole proprietor and employs others to instruct classes.

Compensation

In most cases Contractors are paid a percentage of the registration collected for their class. This percentage is outlined on the "Exhibit A" in your contract. Generally, for example, if the classes are conducted in a Gilbert Facility the Contractor would receive 60% of the registration fees collected for their class and Gilbert would retain 40% for the use of its facilities, advertising the classes and maintaining all registrations. Another example is that if the classes are conducted on an "off-site" location, the Contractor would receive 70% of the registration fees collected for their class and Gilbert would retain 30% for advertising the classes and maintaining all registrations. It is the contractor's responsibility to invoice Gilbert for their percentage once the course has completed.

Course, Program or Activity Policies

Sessions

Our programs are designed to take place in five sessions: Winter, Spring, Summer, Fall and Holiday. The sessions are typically 8 or 9 weeks long (some sessions may be less). Breaks and length of sessions coincide with Gilbert's public school schedule.

Schedule Proposals

A sample schedule proposal form can be found at the end of this handbook. The Recreation Coordinator overseeing Independent Contractors will send a schedule proposal via email with instructions on deadlines and other communication regarding the upcoming session. What you need to know...

- If schedule proposals are not received by the given deadline, there is no guarantee the classes or programs will be offered in Gilbert Recreation Guide. They may be listed on the online registration site only.
- Once submitted there is a deadline for changes or additions, again there is no guarantee additions will be included in the Recreation Guide after the deadline.
- Not all classes or programs submitted will be entered. Classes or programs are accepted based on needs of the community and space availability.
- If your classes have been offered in several sessions and have been cancelled due to low enrollment, the Recreation Coordinator may choose to not offer it again or may offer it at another time. If this is the case the Recreation Coordinator will communicate this to the Independent Contractor.
- Once schedule proposals have been received and reviewed, the Recreation Coordinator begins entering the classes into the Gilbert Recreation Guide. The guide is posted online only at www.gilbertaz.gov/recreation. The guide is available in PDF format for printing purposes.

When in a Town of Gilbert Facility

- Check in with a Recreation Leader at the front desk when arriving at the facility.
- Discuss what is needed for classroom set-up for classes. Contractors are responsible for their own set up.
- Ask for updated rosters & attendance sheets.
- Follow all facility rules pertaining to classes/programs.

Registration

- All registrations are administered through the Town of Gilbert Parks & Recreation Department.
- Independent Contractors are not authorized to collect registration forms/fees. In some cases Contractors require a supply fee, which may be collected by the Instructor on the first day of class.
- Participants can register via on-line at www.GilbertRecreation.com or they can ask a facility Recreation Leader to help them with registration. More information on how to register can be found at www.gilbertaz.gov/recreation.
- Participants must be registered for the class before participating. This is very important as each parent/participant is required to sign a waiver upon registering.
- Parent/Tot or Parent/Child classes require all children to be registered for the class. The adult(s) participating with the child does not need to register. However, the parents are required to sign a Town of Gilbert Waiver form. This form is available at each facility. Please ask a Recreation Leader for the waiver.
- To check the enrollment in a class, go to www.GilbertRecreation.com and search for the class. The number of spaces left in the class will be shown. Each Independent Contractor sets the minimum and maximum number of participants for each class, and therefore is able to figure out the number of participants enrolled.

Class Rosters & Attendance Sheets

- The Recreation Coordinator overseeing the Independent Contractors will send the class rosters via email before the class/program begins.
- If participants are not on the roster or attendance sheet, please refer them to the Recreation Leader at the front desk for assistance.
- It is required to take attendance at each meeting.
- If a participant is on the roster and did not show for the first class it is a good practice to call and remind them of the next class.
- Once the session is completed all attendance sheets need to be forwarded to the Recreation Coordinator overseeing Independent Contractors.
- All information contained on the rosters and attendance sheets are confidential and are not to be used for advertising purposes. This information is provided for communication regarding Town of Gilbert programs only.
- If information on the rosters or attendance sheets is incorrect, please ask the participants to see the Recreation Leader at the front desk for help on how to change their information.

Refunds & Cancellation Policies

There is a deadline date for each session for full refunds or credits for all classes and programs. The deadline date is posted in the Recreation Guide and is printed on all registration receipts.

- The Town of Gilbert has the right to cancel any program due to insufficient enrollment.
- Early registration is encouraged to help prevent course cancellation.
- If a class or program is cancelled, participants will be notified one week prior to class start date (unless unforeseen circumstances arise) and offered an alternative choice, if available.
- If no alternative is available, a full refund or credit will be issued.

Emergency Protocols in a Town of Gilbert Facility

All incidents and emergencies taking place in a Town of Gilbert facility should be reported immediately to “on site” facility staff. An incident or injury report will then be filled out and turned into the Facility Coordinator. Remember, you are not alone; assigned “on site” staff should be your partner in managing any emergency situation.

Notify “on site” staff in the event emergency assistance is required in respect to the following:

- If there is an immediate threat to the safety of any person.
- In the event of a personal injury and/or accident involving a staff member or participant.
- If there is damage to the facility or property and/or there exists the threat of further damage.
- In the event of theft of Town of Gilbert or personal property.

Supplies & Storage

Independent Contractors should be self-contained providing their own clerical and material needs. Any supplies necessary for the class are the responsibility of the Independent Contractor. Storage space is not available at any of the facilities. All materials and supplies must be brought in and out with each class.

Participant & Classroom Policies and Procedures

Student Confidentiality

Information that identifies or relates to our participants should be safeguarded as confidential. Class rosters contain names and phone numbers of students in your class. Such information is not to be distributed without prior approval and is for the instructor only as it relates to the class. Please do not allow anyone to look at the class rosters and do not discuss student’s performance with anyone who does not need to know without written authorization from the student or the student’s parent.

Room Policy

- Only registered participants, instructors and Town of Gilbert staff are allowed in the classroom during class time. Parents are not allowed in the classroom unless it is a parent/tot class. Exceptions are made for participants with special needs who require assistance.
- Upon instructor's invitation, family and friends will be allowed to visit the classroom during the last day of class or on a designated date near the end of the session. This class must remain the same length as all other classes held throughout the session. Instructors should not shorten this class.
- Instructor's children, family members and friends are not allowed in the classroom. Children should not be brought to work and left in the lobby unless they are the designated age to be in the facility without adult supervision.

Late Pick-up Policy

- If parent/guardian is more than 5 minutes late for pick-up, the child may be brought to the front desk.
- Instructors should contact parent/guardian if late pick-ups occur more than 2 times in one session.

Behavior Policy

- Children who are harmful to others or extremely disruptive to the class will be withdrawn from the class by the Recreation Coordinator. A refund will be issued.

Classes with Low Attendance

- If only one participant arrives for class, the instructor and parent/guardian can discuss if class will be held. If the decision is made not to have class, a make-up class will not be scheduled. Parent/Guardian should be made aware of this at the time of discussion.
- Parent/Guardian is required to stay in the classroom for one-on-one occurrences.

Refund/Credit Policy

- A refund/credit deadline will be printed in each Recreation Guide. Typically it is 1 week prior to the first Monday of the session.

Parent/Tot Classes

- Only one parent/adult per child is allowed in a parent/tot class.
- The parent or adult attending a parent/tot class does not have to be the same person each week.
- The parent/adult needs to sign a Town of Gilbert Waiver on the first day of class. If there is a different person attending with the child, each person needs to sign the waiver.
- Only the child needs to be registered for a parent/tot class.
- Only one parent/adult is required to attend classes with siblings unless otherwise specified in the class description.
- Children/siblings who are not registered for the class are not allowed in the classroom. This includes infants.

Restroom Needs

- A 10-minute restroom/drink break must be incorporated into preschool classes which are one hour or more for children 5 years old and younger. Instructors must accompany the entire class to the restrooms and drinking fountains. Parent/tot classes are omitted from this guideline.
- Preschool and youth classes which are less than one hour in length should not be taking a restroom break. Students participating in highly active classes should be encouraged to bring a water bottle with a lid to class.
- If a child under 6 years old must use the restroom, immediately one of the following options can be used:
 - ❖ Ask a Recreation Leader to locate the child's parent/guardian.
 - ❖ Ask a Recreation Leader to walk the child to the restroom and back to class.
 - ❖ If a Recreation Leader is unavailable, the instructor must take an additional restroom break and escort all children to the restroom at one time.

- Youth ages 6-12 years old must use the buddy system to visit the restroom.
- Participants are not required to be potty trained. Parents of children in diapers/pull-ups should remain in the facility while the class is in session.
- If a diaper/pull up needs to be changed during the class, the parent will be asked to take the child to the restroom.
- Parents of children who are potty trained should be reminded to take their children to the restroom before class.

Unexpected Situations for Preschoolers and Youth

If a parent/guardian is not in the facility to take the child home, please follow the outlined steps in the order you deem most necessary.

- Illness or injury - Contact the Recreation Leader for assistance, contact parent/guardian, have child wait at the front desk to be picked up, complete injury report if necessary.
- Vomiting - Contact the Recreation Leader for assistance, assist the child with changing their clothes if necessary (facility has extra clothing for emergencies), contact parent/guardian, have child wait at the front desk to be picked up.
- Wet or messy pants - Contact the Recreation Leader for assistance, assist the child with changing their clothes if necessary (facility has extra clothing for emergencies), if child is unable to return to class contact parent/guardian and have child wait at the front desk.
- If a custodian is on site, he/she will be asked to assist with clean up. If a custodian is not available, Instructors and/or a Recreation Leader (as available) will be required to clean up to the best of their abilities for the safety and comfort of other participants.

Guidelines to Prevent Solicitation

- Business solicitation in class is prohibited. Independent Contractors are not to mention any business names, products or services with which he/she is associated and from which he/she may financially benefit. Offering private consultations or coupons of any kind is not permitted.
- Materials used to conduct class such as handouts, transparencies and Power Point presentations should not include business information or logos.
- Business cards should not be distributed during class but may be available for participants to pick-up, if they choose to, before leaving the classroom.
- Class roster should not be used for business solicitation of any kind.

Town of Gilbert Policies and Procedures

Allergies

If food will be eaten or offered during a class, please make every effort to be aware of participant allergies or dietary restrictions. Parents must be notified before any food is given to a child. If a class is not suitable for participants with allergies, this must be communicated in the initial description of the class. (i.e. Not recommended for children with food allergies.)

Smoking

Smoking is prohibited inside any Town of Gilbert facility. It is also prohibited 20 feet from all facilities.

Weapons

Weapons (guns, knives, martial arts weapons, etc) are not allowed in Town of Gilbert facilities.

Promotional Materials

All promotional materials (flyers, banners, etc.) must be approved by the Coordinator before they can be displayed or distributed. Only Town of Gilbert classes or programs can be displayed or distributed.

Guests

Only registered participants, instructors and Town of Gilbert staff are allowed to be in the classroom during class time. Non-participants are not allowed in class during class time.



Parks & Recreation Department - Recreation Class Program

INDEPENDENT CONTRACTOR PROPOSED SCHEDULE/AVAILABILITY

PERSONAL INFORMATION	2017 HOLIDAY SESSION
Contractor Name:	<input type="checkbox"/> Holiday 10/22-12/15 No class-11/22-11/24
Contact #:	Facility Requested:
E-mail Address:	<input type="checkbox"/> Freestone Rec. Cen. <input type="checkbox"/> Gilbert Comm. Cen. <input type="checkbox"/> McQueen Park Act. Cen. <input type="checkbox"/> Southeast Reg. Library

Class Information					
Title of Class	Days of the Week	# of Weeks/Days	Time of the Class	Dates of Session	Class Fee / Supply Fee
<div style="text-align: center;"> <h1>Sample</h1> <p>For a current copy, please contact Char Kaplow</p> </div>					/
					/
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Participant Information			
Title of Class	Age Range	Minimum # of Participants	Maximum # of Participants

- Please attach a class description. (Please try to keep descriptions to 40 words or less)
- Minimum # of participants is the minimum # that you will still run your program.
- Please give the beginning and ending time of each class as well as the beginning and ending date.
- Class fee is what you will charge for the class ***including the Town of Gilbert percentage*** according to your contract.
- ALL classes being cancelled due to low enrollment must be cancelled at least one week before the class start date. You can check how many participants are enrolled in your classes by going to www.GilbertRecreation.com.
- Will you have room or equipment requirements? – Please check below and indicate what type of class.

<input type="checkbox"/> wood floors	<input type="checkbox"/> stereo equipment	<input type="checkbox"/> media screen
<input type="checkbox"/> writing board	<input type="checkbox"/> mirrors/ballet bars	<input type="checkbox"/> tables (how many?)
<input type="checkbox"/> chairs (how many?)	<input type="checkbox"/> mats	<input type="checkbox"/> other
- Will there be a supply fee collected in class? ☐ Yes (If yes, please indicate above per student) ☐ No
- Will there be a Supply List that the participants will be responsible for? ☐ Yes (If yes, please attach) ☐ No
- Any other special requirements or requests?
- Other than the designated days that there will be no class, do you anticipate missing any day(s) of class during this session? If so, please list the date(s).

Please return completed proposal to Char Kaplow by fax at 480-907-2933 or email char.kaplow@gilbertaz.gov
 Office: 480-503-6244, 775 N. Greenfield Rd. Gilbert, AZ 85234

PLEASE NOTE: This is a **proposed** schedule. It is possible that not all submitted classes will be accepted. Classes will be entered based on program needs and space availability.